



HIGHLANDS RANCH COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

REGULAR MEETING OF THE DELEGATES AGENDA

July 20, 2021

5:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/252445165>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 252-445-165

Business Meeting

Approximate Time

- | | |
|---|-----------|
| 1. Remarks from Invited Guests: Douglas County Fair and Rodeo | 5:30 p.m. |
| 2. Call to Order | 5:50 p.m. |
| 3. Proof of Notice of Meeting | 5:51 p.m. |
| 4. Roll Call / Establishment of Quorum | 5:52 p.m. |
| 5. Approval of Minutes from the Preceding Meeting of Delegates on June 15, 2021 | 5:55 p.m. |
| 6. Board of Directors Reports | 6:00 p.m. |
| a. Jim Allen, Krystal Woodbury, Brock Norris, Scott Lemmon, Melissa Park | |
| 7. Facilities Update- Ken Joseph | 6:15 p.m. |
| o 2021 Surplus Projects | |
| 8. Community Relations- Jamie Noebel | 6:30 p.m. |
| 9. Continued / New Business | 6:31 p.m. |
| 10. Member Forum (Sign up in advance and 3-minute time limit) | 6:35 p.m. |
| 11. Delegate Forum (Sign up in advance and 3-minute time limit) | 6:40 p.m. |
| 12. Adjournment | 6:45 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of Delegate Meeting.

The Next Delegate and Board meeting will be held on Tuesday, August 17, 2021

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: annie.vincent@hrcaonline.org. The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our Members.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE DELEGATES MINUTES
June 15, 2021
5:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/264810165>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 264-810-165

-
1. **Remarks from Invited Guests:** HRMD General Manager, Mike Renshaw provided a PowerPoint presentation. Mike presented about fencing, water mains, playgrounds, and early debt retirement. Questions and discussion occurred.
 2. **Call to Order** 5:56 p.m.
 3. **Proof of Notice of Meeting**
 4. **Roll Call / Establishment of Quorum:** A quorum was established. 18,915 lots of 31,338 lots were present.
 5. **Approval of Minutes from the Preceding Meeting of Delegates on May 18, 2021**
ACTION: The May 18, 2021 minutes were adopted by unanimous consent.
 6. **Board of Directors Reports:** Jim Allen provided a PowerPoint presentation. Jim presented about the second Delegate election, the Delegate and Board agendas, the 4th of July Events, the July QBR, and in person meetings.
 7. **Backcountry:** Mark Giebel provided a PowerPoint presentation. Mark presented about the Base Camp Site Planning RFP. Discussion and questions occurred.
 8. **Facilities Update:** Ken Joseph provided a PowerPoint presentation. Ken presented about the 2021 Surplus Projects and the Eastridge Remodel. Discussion and questions occurred.
 9. **Continued / New Business:** None
 10. **Member Forum:** None
 11. **Delegate Forum:** None
 12. **Adjournment:** 7:04 p.m.

Respectfully Submitted,

Brock Norris, Secretary

DISTRICT DELEGATE ROLL CALL
MEETING DATE: JUNE 15, 2021
RECORD DATE: JUNE 6, 2021

Instructions:

For initial role call:

- For Delegates who are present - place an "X" in column C in the

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE SAHLER	X		297	297					
2	JENIS BOHA	X		266						
3	SAMARA LYON-FRICK	X		184	184					
4	ROY KING (Stratton Ridge)	X		153	153					
5	JUDY DYK (Bradford Hills)	X		108	108					
6	KEANAN CYPHER (Sugarhill)	X		126						
7	MICHAEL RILEY	X		298						
8	HEATHER BLAKE (Chalet)	X		97						
9	STEP LEBOLPH (Rimington Bluffs)	X		98						
10	JIM MATSEY	X		143						
11	DEREK LONG	X		251						
12	CONNIE ROSEL (Falcon Hills)	X		111	113					
13	HILARY PRICE	X		199	199					
14	TAMMY KELLY	X		185	185					
15	JUSTIN HILL	X		208						
16	ELIZABETH STROCK	X		105	105					
17	GREG HERMAN	X		166						
18	GLENN PROULX	P		318			318			
20	JEAN BEHNE	X		208	208					
21	JOE STEWART	X		189						
22	BRYAN WALSH	X		132	132					
23	DONNICK ESPPOSITO	X		142						
24	CONNIE ROSEL	X		83	83					
25	ANDY JONES	X		438	438					
26	REBECCA ROTHWELL	X		183	183					
27	KATH GLENN	X		242	242					
28	BRYAN WALSH	X		48	48					
30	BRAD STAYER (Timberline)	X		368						
40	FRANK IMPINNA	X		368	368					
41	DAN DEBACCO	X		366	366					
49	KARLA LAURENT	X		291						
50	LINDA MALLETT (Glenmeades)	X		345						
51	SID BASU	X		253						
52	CLINTON CAVE	P		234		234				
53	SHARVA LANDIS	X		171						
60	VACANT			184						
61	JEFF ROHR	X		105	105					
62	NANCY SMITH	X		197	197					
63	TODD LANGRVAE	X		51						
64	CHRIS BAYEE	X		130	130					
65	DON WOODLAND	X		96	96					
66	TOM BEHNER	X		224						
68	HOMAR ALVARADO	X		152						
69	LOUISE ANNARI	X		182	182					
70	FERI HELMSTAD (The Village)	X		81	81					
71	CONNIE ROSEL (Falcon Hills-South)	X		26	26					
73	WILL JOHNSON	X		1,184						
74	BILL BUETTNER	X		940						
75	SUSAN O'BRIEN	X		74	74					
76	JENNIFER MITKOWSKI	X		223						
77	MELISSA SMESSEART	X		420						
78	AMET GUPTA	X		274						
79	GRACE MCMAHON (The Retreat)	X		101						

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	MONICA WADSEN (PA20)	X		1,533	1,533					
81	AL BONGEAU	X		29						
82	KURT HUFFMAN	X		778	778					
83	ANDY NATALIE	X		180	180					
84	DAVID ALBERT	X		785	785					
85	DEBORAH SPIER	X		784						
86	CRYSTAL BRYANT	X		1,290						
87	VACANT (Indigo Hill)			481						
88	CAROLAN CROOM (Weatherstone)	X		294	294					
89	JUDI RILEY (Villages at H.R.)	X		323	323					
90	MICHAEL DEVINNY (Spaces)	X		250						
91	GINGER NEST (Sisters Village)	X		199						
92	MICHELLE RATCLIFF (Canyon Ranch)	X		440	440					
93	VACANT			260						
94	AL PELKOWSKI (Westridge Knolls)	X		617	617					
95	TOM HALL (Coventry Ridge)	X		56	56					
96	DOUG MORTON (Highwoods HOA)	X		104						
97	WILLIAM SMITH	X		336	336					
98	DANASANTLAND (Sandance @ Indigo Hill)	X		225	225					
99	MICHAEL PETRUCCELLI (Carlyle Park)	X		213	213					
100	PAT KAPTAIN	X		177						
101	BRUCE PLOTTER	X		111						
102	PAULA BACHELLER	X		202						
103	JON BENZ	X		401	401					
104	DAN DEBACCO	X		532	532					
105	JOSEPH ADEN	X		353						
106	RITA NORRIS	X		226						
107	ALDIS SIDES (HR Golf Club)	X		579						
108	GRITHE STEW	X		208	208					
109	JIM SEBEN (Backcountry)	X		1,252	1,252					
110	MARK DICKERSON (Stonebarn)	X		87	87					
111	MIKE WOODLAND (Fringlight)	X		1,863	1,863		1,863			
112	PATTIE MCGUNNESS (Highland Walk)	X		298	298				932	931
113	FRANK IMPINNA	X		517	517					
114	CLAUDIA KARR (The Heights)	X		1,652	1,652					
115	JACK JACQUART (Bromstones)	X		359	359					
116	ROBERT STRAUSS (Tresana)	X		557	557					
120	VACANT (Creek Tower Residences)			318						
212	VACANT (Stonebridge)			77						
213	KAREN BURCH (Palomino Park-Gold Peak)	X		523	523					
TOTAL				31,338	18,363	552	1,863	932	931	
QUORUM 51%				15,982				18,915	118%	

*If the number of lots column is filled out, it indicates that the delegate was present in person or by proxy for this meeting.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/252445165>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 252-445-165

July 20, 2021

5:30 p.m.

Quarterly 501 (C)3 meeting to follow

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1. Call to Order

2. Establishment of Quorum/Roll Call

3. Proof of Notice of Meeting

The Board Chair will remove any Consent Agenda item upon timely request of any Board member or Member of the Association who has an interest in the item. A request is timely if made prior to the Board vote on the Consent Agenda. Items removed from the Consent Agenda will then be considered separately by the Board immediately following action on the Consent Agenda or placed later on the agenda at the discretion of the Board.

4. Consent Agenda

- Approval of Minutes of Action from the June 15, 2021 Board Meeting
- Approval of Finance Committee Minutes from June 14, 2021
- Approval of Architectural Review Committee Minutes from June 2 & 16, 2021
- Approval and Reappointments of HRCSF and HRCAA Candidates and Charters

5. Forum - Member

6. Director Comments

7. Committee Reports

- Delegate Meeting
- Architectural Review Committee
- Development Review Committee
- Commercial Review Committee
- Finance Committee
 - Review of the June 2021 Financials
 - Approval of the June 2021 Financials

8. General Manager Report

9. Continued Business

10. New Business

11. Delegate Forum

12. Adjournment



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

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United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 264-810-165

June 15, 2021

5:30 p.m.

-
1. **Call to Order:** 7:06 p.m.
 2. **Establishment of Quorum/Roll Call:** A quorum was NOT established. Directors Jim Allen and Brock Norris were present. Directors Krystal Woodbury, Melissa Park and Scott Lemmon were absent.
 3. **Proof of Notice of Meeting**
 4. **Consent Agenda**
 - Approval of Minutes of Action from the May 18, 2021 Board Meeting
 - Approval of Finance Committee Minutes from May 17, 2021
 - Approval of Architectural Review Committee Minutes from May 5 & 19, 2021
 - Approval of Development Review Committee Minutes from May 12, 2021
 - Approval of Resolution 21_05_09: CIS and Assessment Fee schedule revisions
 - Approval of Resolution 21_06_10: ARC and DRC Guideline Revisions
 - Approval of Resolution 21_06_11: Judicial Foreclosure of 631 White Cloud Drive
 - Approval of Resolution 21_06_12: Judicial Foreclosure of 6420 Silver Mesa Drive, #C
 - Approval of Resolution 21_06_13: Procurement Policy
 - Approval of 2021 Parade Budget
 - Approval and Reappointments of Finance, Architectural, Development Review Committees Candidates and Charters

ACTION: Action was not taken due to quorum not being established, but an email vote was held on June 16, 2021 and adopted by unanimous consent.
 5. **Forum – Member:** None
 6. **Director Comments:** Jim Allen and Brock Norris complimented Jamie on the car show this past weekend and other events.
 7. **Committee Reports**
 - Delegate Meeting: None
 - Architectural Review Committee: None
 - Development Review Committee: None
 - Commercial Review Committee: None
 - Finance Committee: Karen Jackson and John Phibbs provided a review of the May 2021 Financials.

ACTION: Action was not taken due to quorum not being established, but an email vote was held on June 16, 2021 and adopted by unanimous consent.
 8. **General Manager Report:** None
 9. **Continued Business:** None
 10. **New Business:** None
 11. **Delegate Forum:** None
 12. **Adjournment:** 7:22 p.m.

Respectfully Submitted,

Brock Norris, Secretary

July FYI's

Camps

In June, we ran full camps in Science, Engineering, Cooking, Art, Drama, Pottery and more!

Creative Kids Camps

We recently kicked off summer camps at Westridge for children ages 3-6 years old. These popular camps offer tots a chance to develop some independence, self-regulation skills and meet new friends, while doing crafts, swimming, tumbling and engaging in age-appropriate play. Wet and Wonderful, Surf and Turf, Wacky and Wonderful Wednesday's & Monday Madness are a few of the highlights!

Ballet

A new session of Ballet started. Students are beginning their preparations for the summer dance recital which will take place at the end of August. The summer Recital theme is "Surfin Safari".

Infant Swim Resource

Infant Swim Resource (ISR) is an alternative aquatic program that teaches children, six months to age 3, water survival skills. ISR has been offered at HRCA for over 20 years to improve child water safety.

Race Series

The 2021 Independence Day 5K kicked off the July 4th festivities and continues to be one of the most popular races in the series. Starting and finishing at Town Center, a good time was had by racers, families, and dogs. After the race, runners strolled over to watch the annual 4th of July Parade. The end of July & early August starts the HR MTB series featuring four Wednesday evening mountain bike races that take place on the beautiful Backcountry trails as well as the Splash. Mash. Dash. Kids Triathlon.

Fitness

Group fitness and personal training programs are growing. We have seen a lot of new faces thanks to the Fitness Expo which took place on June 19th. Personal trainer requests have been at an all-time high since the pandemic as we work to pair clients with trainers. Now The ZONE two class trial is back.

Sports

We are running TKD classes/camps, fencing classes/camps, kickball, dodgeball, Soccer Shots, pee wee soccer league, basketball camps and clinics, volleyball camps and clinics and golf clinics. Additionally, we will be adding adult leagues (racquetball, volleyball, basketball, and soccer) back to the schedule with a full capacity of teams.

Tennis

HRCA's Junior Team Tennis season ended yesterday with its last regular season matches. Teams that qualify to compete at State will play for the title the last weekend of July. The CTA Twilight season will begin on July 26 through September 9. The last league to begin play is the CTA Women's Summer Daytime League that also begins July 26th and ends its season on September 8. The next two Friday evening socials will be held on August 13 & 27.

Therapeutic Recreation

June happenings included personal instruction on land & aquatic therapy for many individuals. Thrilling Thursdays, Hip Hop, Basketball, TR Tennis, Stride to Ride, TR Tri Camp, Yoga & Tae Kwon Do programs are popular. The Happy Hour Half K on Friday, June 18th benefitted the TR Program with a great turnout.

Community Relations June/July Update

June Events

Adult Swim

June 9 – Eastridge Outdoor Pool, 4:30 p.m. – 7:30 p.m.

Attendance: 110 people

Classic Car Show

June 12 – Cherry Hills Community Church 10:00 a.m. – 2:00 p.m.

Attendance: 4,000 people

Music at the Mansion

June 15/16 & 22/23 – Highlands Ranch Mansion; 5:30 – 7:00 p.m.

Attendance: 6/15: 226 people, 6/16: 241 people, 6/22: 236 people, 6/23: 245 people

Open Play with the Lone Tree Symphony

June 17 – Southridge Recreation Center, 7:00 – 9:00 p.m.

Attendance: 101 people

Comedy Night ft. Elliot Woosley

June 18 – Southridge Recreation Center, 7:00 – 8:00 p.m.

Attendance: 200 people

Culture on the Green ft. Michael Friedman Band

June 25 – Civic Green Park, 6:30 – 8:00 p.m.

Canceled due to weather – rescheduled for Aug. 18

July Events

July 4 Parade and Fireworks

July 4 – Eastridge Outdoor Pool, 4:30 p.m. – 7:30 p.m.

The Highlands Ranch Community Association's annual Fourth of July Parade brings the community together in celebration of our nation's birth. Community members line the streets of Highlands Ranch to enjoy the parade which starts on Hepburn Street. In the evening, a brilliant fireworks display will light up the sky from Highland Heritage Regional Park.

Open Play with the Lone Tree Symphony

July 8 – Southridge Recreation Center, 7:00 – 9:00 p.m.

Join the Lone Tree Symphony Orchestra for Open Symphony! Everyone who plays an orchestral instrument is invited to play along at a community open play session with the Lone Tree Symphony.

101st Army Rock Band

July 9 – Civic Green Park, 6:30 – 8:00 p.m.

The 101st Army Rock Band plays a high-energy mix of rock and roll from the 70's all the way through the present. The group specializes in horn-driven funk and dance music, performing at formal events, festivals, and concert venues for service members and the public. The 101st Army Rock Band has been featured at the Army-Wide Bandleader's Conference, the Colorado Military Ball, the Denver People's Fair and the Denver Independence Eve Celebration.

Blood Drive

July 15 – Northridge Recreation Center, 9:00 a.m. – 1:30 p.m.

HRCA is partnering with Vitalant to bring the Gift of Life to our community in a time of need. Each donation will

include the COVID-19 antibody testing. STUDENTS: Your Blood Donation will count towards your Community Service Hours!

Oaked & Smoked

July 17 – Eastridge Recreation Center, 4:00 p.m. – 7:00 p.m.

Back by popular demand, HRCA and Davidsons Beer, Wine & Spirits bring you an event of epic proportions. Enjoy an afternoon outside sampling American whiskeys from all over the United States including bourbons, rye's, single barrels, and other assorted styles paired with delicious grilled and barbecued delights.

Music at the Mansion

July 27/28 – Highlands Ranch Mansion; 5:30 – 7:00 p.m.

Enjoy an evening outdoors at Music at the Mansion brought to you by the Highlands Ranch Cultural Affairs Association! The Historic Highlands Ranch Mansion is the perfect backdrop for a Tuesday night concert featuring local bands. Bring chairs or a blanket, a picnic and relax while enjoying a variety of music.

Culture on the Green ft. Michael Friedman Band

July 23 – Civic Green Park, 6:30 – 8:00 p.m.

Mudra Dance Studio, started in 1993, is a non profit organization teaching the Indian classical dance form of Kathak along with contemporary & folk dances from different regions of India. You'll enjoy a beautiful performance of Bollywood & Bhangra dance by these professional dancers.

Please check our web pages:

[HRCA Facility opening guidelines](#) to see all that is currently open and accessible.

[HRCA Event Calendar](#) for alternate dates and more information on upcoming events.

[HRCA COVID-19](#) page for up to date information and links to helpful resources during the COVID crisis.

[HRCA at Home](#) created to give people virtual opportunities to keep our audience active, engaged and entertained during this uncertain time.





HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: June 2, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Dan DeBacco, Committee Vice Chair

- Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Dan DeBacco	✓		
George Elliott	✓		
William Smith	✓		
Sue Foppe	✓		
Jonathan Fuller		✓	
Jerry Jeter	✓		
Elizabeth Sable	✓		

Also in attendance:

Mike Bailey, CIS Director
Cathleen Mierau, Residential Coordinator

I. APPOINTMENTS:

- 5:35 pm – 10778 Chadsworth Lane – Driveway extension – Abe Dagher – Mr. Dagher decided to go with the Architectural Review Committee’s suggestion and extend the other side of his driveway so he did not attend the meeting.

II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the May 5, 2021 meeting and May 19, 2021 meeting were approved.
- ARCHITECTURAL REVIEWS – The Committee Members reviewed submittals.
- Mr. Mike Bailey talked with the Committee about the possibility of the Committee meeting in person or doing a hybrid version. He said he would talk with the Board regarding the possibility. Mr. Bailey talked about the Signage legislation that should take effect in the fall. He also informed the Committee the RIGs had been approved by the board and were posted on the HRCA website for homeowner comment.

With no further business, the meeting adjourned at 7:10 p.m.

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: June 16, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Laurie Allred, Committee Chair

- Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Dan DeBacco	✓		
George Elliott	✓		
William Smith	✓		
Sue Foppe	✓		
Jonathan Fuller		✓	
Jerry Jeter	✓		
Elizabeth Sable	✓		

Also in attendance:

Cassie Thomas, Community Improvement Manager
Cathleen Mierau, Residential Coordinator

II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the June 2, 2021 meeting and Submittals reviewed in office were approved.
- Architectural Reviews – The Committee Members reviewed the following submittals.
 1. 9369 Weeping Willow Court – Garage Door – **Conditionally approved.**
 2. 2765 Danbury Ave. – Paint - **Approved.**
 3. 5280 Morning Glory Place – Paint – **Not Approved- other options provided.**
 4. 9927 Clyde Circle – Deck and solid deck cover – **The Committee requested further information from the homeowner.**
 5. 1437 Sunset Ridge Road – 2nd story deck- one side to have glass railing-door replaced with French door – Lower deck window and door being replaced with Nano door-outdoor kitchen. – **The Committee request further information from the homeowner.**
 6. 1176 Spring Water Lane – Siding and Windows-**Option 3 from the homeowner conditionally approved.**
 7. 2905 Newbury Court – Garage door – **Approved**
 8. 10444 Colby Canyon Drive – Landscaping – **The Committee requested further information from the homeowner.**
 9. 9838 Isabel Court – Windows – **Approved .**
 10. 2715 Danbury Avenue – Swim Spa – **The Committee requested further information from the homeowner.**

- Architectural Reviews – The Committee Members reviewed the following submittals. (Continued)
 11. 2169 Fox Fire Street – Sunroom addition – **Approved** – **Mr. Jerry Jeter had to recuse himself from the voting due to a conflict of interest.**
 12. 5136 Tuscany Court – Patio cover – **The Committee requested further information from the homeowner.**
 13. 8784 Townsville- Painted Patio – Painted patio – **Approved**
 14. 5136 Weeping Willow Circle – Commercial Vehicle – **Conditionally Approved.**
 15. 2881 Windridge Circle – Limewash – **Approved.**
- Architectural Committee Member – The Committee Members unanimously agreed to let Jonathan Fuller to remain on the Committee and attend when he can.

With no further business, the meeting adjourned at 7:50 p.m.

Laurie Allred, Architectural Review Committee Chair

**Minutes of the June 14, 2021 Finance Committee Meeting
Highlands Ranch Community Association, Inc.**

<u>Committee Members Present:</u>	<u>Staff Members Present:</u>	<u>Other Present:</u>
Briceson Kahler	John Phibbs, Finance Director	Wendy Teller, IMA
Mikel Wilcox	Karen Jackson, Accting Manager	Carol Riggs, IMA
John Mackowiak	Linda Dorre, HR Director	Adam Reese, IMA
Krystal Woodbury	Ken Joseph, Director of Operations	Pat Feasel, IMA
Rolands Vilums		Don Graefenhain, IMA
Ron Welk		

Krystal Woodbury called the meeting to order at 6:00 p.m. A quorum of the Finance Committee Members was present.

Team members from IMA gave a presentation of our current insurance policies and coverage. Topics brought up were information on our review and renewal, internal audits on our policies, cyberattacks and cyber insurance.

The Finance Committee **Recommends** to the Board of Directors of HRCA that we budget to add deductibles to the reserve in the 2022 budget. Regarding reserving for deductibles, we would only do that one time and not every year. Once you reserve \$250K for roof coverage then it's in the reserve until we need to pay the deductible and then we would reserve it again. The total deductibles are \$1,124,000. There is a question regarding if we should reserve \$500,000 for flood insurance deductible at Northridge since the occurrence of such a flood is extremely remote. The Finance Committee has not decided if we should reserve for this or not. If the Board approves reserving for deductibles, it can be added to the 2022 budget.

This recommendation was approved unanimously by the Finance Committee.

The Finance Committee **Recommends** to the Board of Directors of HRCA to use an outside Insurance company (like Lockton) to review our current policies and coverage. This can be done at no charge from Lockton and if they think our coverage is sound, they will say so, if they think there are problems, they will point those out.

This recommendation was approved unanimously by the Finance Committee.

Ken Joseph Director of Operations & Programs gave a presentation on the Eastridge renovation plans to begin in 2022. Ken also provided a list of capital projects he would like to escalate from 2022 to complete in 2021. These projects total \$250,000 and would need approval from the board and delegates. The Finance Committee asked if there were additional projects that could be complete this year. Ken replied that if he can get approval soon, he can get some of these projects started and completed in 2021.

The Finance Committee **Recommends** to the Board of Directors of HRCA to allow a total of \$350,000 be used for Capital Improvements and Projects.

This recommendation was approved unanimously by the Finance Committee.

The Finance Committee reviewed the May 17, 2021 Finance Committee meeting minutes.

A motion was made to approve the April 19, 2021 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved with abstention.

Motion: Briceson Kahler Second: Rolands Vilums

The Finance Committee then reviewed and discussed the May 31, 2021 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

- Administrative Fund:
 - For the month and year-to-date ending May 31, 2021, Total Revenues for the Administrative Fund are 6% and 3% favorable to budget.

**Minutes of the June 14 2021 Finance Committee Meeting - Continued
Highlands Ranch Community Association, Inc.**

- For the month and year-to-date ending May 31, 2021, Total Expenses for the Administrative Fund are 3% unfavorable and 2% favorable to budget, respectively.
- Year-to-Date Net Revenues for the Administrative Fund before transfers are 17% favorable to budget.
- Recreation Fund:
 - For the month and year-to-date ending May 31, 2021, Total Revenues for the Recreation Fund are 2% and 2% favorable to budget.
 - For the month and year-to-date ending May 31, 2021, Total Expenses for the Recreation Fund are 8% and 7% favorable to budget.
 - Year-to-Date Net Revenues for the Recreation Fund before transfers are 25% favorable to budget.
- Backcountry Fund:
 - For the month and year-to-date ending May 31, 2021, Total Revenues for the Backcountry Fund are 105% and 89% favorable to budget.
 - For the month and year-to-date ending May 31, 2021, Total Expenses for the Backcountry Fund are 15% and 2% unfavorable to budget.
 - Year-to-Date Net Expenses for the Backcountry Fund before transfers are 16% unfavorable to budget.

A motion was made to recommend that the HRCA Board of Directors accept the May 31, 2021 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Mikel Wilcox Second: Rolands Vilums

The next Finance Committee meeting is scheduled for Monday July 19, 2021 at 6:00 p.m. at the Eastridge Recreation Center in the Aspen Vail Conference Room .

The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager

Celebrating 20 Years!



HIGHLANDS RANCH
Cultural Affairs Association



HIGHLANDS RANCH
Community Scholarship Fund

**Board of Directors Meeting
July 20, 2021
AGENDA**

- I. Call to Order
- II. Roll Call and Proof of Notice
- III. Approval of Minutes of Action from April 20, 2021
- IV. Reports
 - Accept the Second Quarter Financial Statements for HRCAA
 - Accept the Second Quarter Financial Statements for HRCSF
 - Accept the Second Quarter Financial Statements for HRBCEF
- V. Additional Business
- VI. Adjournment

For additional information contact annie.vincent@hrcaonline.org



**Board of Directors Meeting
April 20, 2021
MINUTES**

- I. Call to Order: 7:03 p.m.
- II. Roll Call and Proof of Notice: A quorum was established. Directors Scott Lemmon, Krystal Woodbury, Melissa Park, Jim Allen and Brock Norris were present.
- III. Approval of Minutes of Action from January 19, 2021
ACTION: A motion was made by Scott Lemmon and seconded by Krystal Woodbury to approve the January 19, 2021 minutes. Motion carried.
- IV. Reports
- Accept the first quarter financial statements for HRCAA: Karen Jackson summarized the financial Statements.
ACTION: A motion was made by Krystal Woodbury and seconded by Brock Norris to approve the first quarter HRCAA financial statements. Motion carried.

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- Accept the first quarter financial statements for HRCSF. Karen Jackson summarized the financial statements.
- **ACTION:** A motion was made by Krystal Woodbury and seconded by Scott Lemmon to approve the HRCSF financial statements. Motion carried.
- Accept the first quarter financial statements for HRBCEF. Karen Jackson summarized the financial statements.
ACTION: A motion was made by Brock Norris and seconded by Krystal Woodbury to approve the HRBCEF financial statements. Motion carried.

- V. Additional Business: Krystal Woodbury commended Mark Giebel on a successful elk hunt banquet.
- VI. Adjournment: 7:12 p.m.

Respectfully Submitted,

Brock Norris, Secretary

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